



BID QUESTIONNAIRE

FOR THE ORGANISATION

OF THE FIE VETERANS

FENCING WORLD CHAMPIONSHIPS

IMPORTANT INFORMATION FOR BIDDING FEDERATIONS

- ❖ The FIE assigns the organisation of the FIE Fencing World Championships to the National Federation of the host city. This federation will create a World Championships Organising Committee, which, coordinating at all times with the National Federation, will, from its inception, communicate directly with the FIE, from whom it receives its instructions.
- ❖ FIE Fencing World Championships and other official FIE events are only assigned to National Member Federations who ensure free access to competitors and officials and whose Organizing Committees commit to send invitations to all the Federations having the right to take part.
- ❖ The bid procedure has to take place according to the FIE statutes.
- ❖ The candidate Federation, in its bidding documentation, must confirm in writing that:
 - it has received a written agreement from its national authorities guaranteeing the granting of visas to all the participants of the member national federations of the FIE.
 - it has full knowledge of all its obligations and financial obligations to organise an FIE World Championships
 - it is committed to respect and implement the FIE Statutes, including articles 1.2.4 and 1.2.5, the FIE Ethics and Safeguarding codes, the FIE rules, the FIE Administrative Rules, the FIE, handbook of regulations, FIE Protocol handbook and any FIE rule in force.
 - it is committed to respect Its financial obligations.
- ❖ The complete candidature file must reach the FIE Head Office before the 1st of September, three (3) years before the date of organization of the FIE Fencing World Championships, before the Congress. The complete candidature file will be provided to the Congress.
- ❖ An agreement between the FIE and the organizing federation will be signed.
- ❖ The FIE retains the right of final say on all questions pertaining to the World Championships.
- ❖ As specified on the relevant articles of the questionnaire it is obligatory to present plans and dimensions of all the competition venues attached to this document.

Do you herewith accept the presented FIE bidding rules, procedure and specified special requirements? YES ☐ NO ☐

QUESTIONNAIRE

1. Name of the Bidding Federation

2. Bidding Event (tick the corresponding square)

- ☐ FIE Veterans Fencing World Championship

3. Place and dates of the event

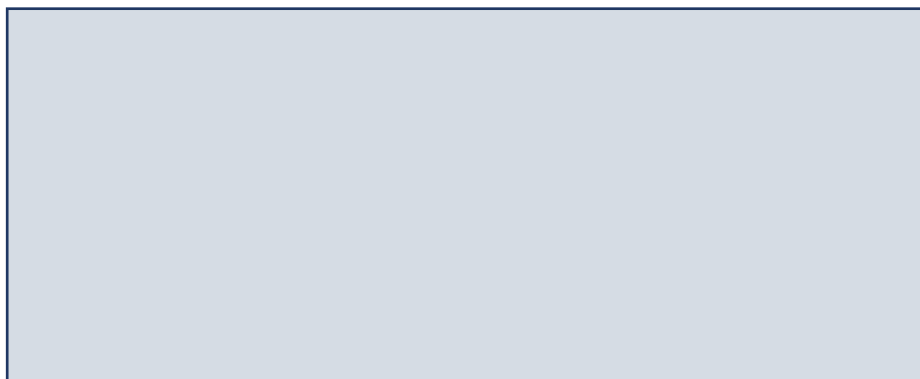
Place City / Town: _____

Dates: From _____ To _____ Year _____

4. Presentation of the City/Town

- Present map with marked position of competition venues, hotels, airport, train station etc.

MAP



- City/Town details (Population, surface, climate, height etc.)

- Present the major fencing competitions or other sports tournaments already organized in this city/town

5. Composition of the Organising Committee

5.1 Organizing Committee Management

Title	Surname	Name	Contact Details
President			
Vice President			
Secretary General			
Treasurer			

5.2 Organising Committee Important Portfolios

Portfolio	Surname	Name	Contact Details
Administration			
Invitation of Participants			
Invitation of Officials			
Immigration and Visas			
Entries and Accreditations			
Technical Organization			
Venue Renting			
Telecommunications			
IT Support			
Safety and Security			
Accommodation			
Catering and Refreshments			
Transportation			
Technical Support			
Maintenance			
Publicity and Promotion			
Press and Media Relations			
Relations with Officials			
Call Room Services			
Equipment Control			
Medical Service			
Protocol			
Sound System			

Important Note: It is not obligatory to submit names of all the OC Portfolio Members for the bid, but the contact in §6. below must be defined for any question

6. Organising Committee Contact Details

Physical Address: _____

Postal address: _____

Tel.: _____

Fax: _____

E-mail: _____ Url: _____
 Mobile Phone: _____

7. **Financing**

The following is detailed Budget of the event, with specified sources of the Income and estimated Expenditures:

7.1 Income

Description	Amount (in CHF or EURO)
Public Subventions	
• National	
• Regional	
• Local	
• Others	
Business Sponsors and Partners	
Private Sponsors and Donors	
Official providers	
Registration Fees	
Miscellaneous Sales	
• Tickets	
• Rent of Stands	
• By-products	
• Catering and Refreshments	
• TV Rights	
Other	
Total	

7.2 Expenditures

Description	Amount (in CHF or EURO)
• Accommodation	
• Accreditation	
• Administrators	
• Air conditioning	
• Anti-doping service	
• Ceremonies and receptions	
• Cleaning	
• Computers, telephone, fax	
• Decoration	
• Electricity and water	
• Equipment	
• FIE guests, officials and VIP	

• Hostesses, Interpreters, Drivers etc....	
• Information/Public relations/Promotion:	
• Insurance	
• Medical service	
• Organising Committee	
• Officials	
• Other Expenses	
• Pistes and equipment specific to fencing	
• Promotion and Publicity	
• Referees	
• Results system	
• Security	
• Settings	
• Sound system, lights	
• Technicians	
• Transportation	
• Venues	
• Volunteers	
Total	

8. Official Support Documents from the National and/or Local Authorities

Can you provide Official Support Documents from the National and/or Local Authorities (including visa guarantee letter)? YES ☐ NO ☐

If YES, these documents are to be listed and attached to this document.

Authority	Document

9. Event Program

Detailed Program of the event will be submitted to the FIE Executive committee for approval.

Two programs are possible :

1) 7 days program :

DAY 1		
Sabre Men 40+	Pools - DE - Final	
Sabre Men 50+ ⁹	Pools - DE – Final	
Foil Women 60+	Pools - DE – Final	

Foil Women 70+	Pools - DE – Final	
DAY 2		
Foil Men 60+	Pools – DE – Final	
Foil Men 70+	Pools – DE – Final	
Epée Women 40+	Pools - DE – Final	
Epée Women 50+	Pools - DE – Final	
Sabre Men Team 40+/50+	Pools - DE – Final	
Foil Women Team 60+/70+	Pools - DE – Final	
DAY 3		
Foil Men 40+	Pools – DE – Final	
Foil Men 50+	Pools – DE – Final	
Epée Women 60+	Pools – DE – Final	
Epée Women 70+	Pools – DE – Final	
Foil Men Team 60+/70+	Pools – DE – Final	
Epée Women Team 40+/50+	Pools – DE – Final	
DAY 4		
Epée Men 60+	Pools – DE – Final	
Epée Men 70+	Pools – DE – Final	
Sabre Women 40+	Pools – DE – Final	
Sabre Women 50+	Pools – DE – Final	
Foil Men Team 40+/50+	Pools – DE – Final	
Epée Women Team 60+/70+	Pools – DE – Final	
DAY 5		
Epée Men 40+	Pools – DE – Final	
Epée Men 50+	Pools – DE – Final	
Sabre Women 60+	Pools – DE – Final	
Sabre Women 70+	Pools – DE – Final	
Epée Men Team 60+/70+	Pools – DE – Final	
Sabre Women Team 40+/50+	Pools – DE – Final	
DAY 6		
Sabre Men 60+	Pools – DE – Final	
Sabre Men 70+	Pools – DE – Final	
Foil Women 40+	Pools – DE – Final	
Foil Women 50+	Pools – DE – Final	
Epée Men Team 40+/50+	Pools	
Sabre Women Team 60+/70+	Pools – DE – Final	
DAY 7		
Epée Men Team 40+/50+	DE – Final	
Sabre Men Team 60+/70+	Pools – DE – Final	
Foil Women Team 40+/50+	Pools – DE – Final	

2) 9 days program :

Bid Questionnaire, FIE Veterans Fencing World Championships

DAY 1		
Sabre Men 40+	Pools - DE - Final	
Sabre Men 50+”	Pools - DE – Final	
Sabre Women 60+	Pools - DE – Final	
Sabre Women 70+	Pools - DE – Final	
DAY 2		
Sabre Men 60+	Pools – DE – Final	
Sabre Men 70+	Pools – DE – Final	
Sabre Women 40+	Pools - DE – Final	
Sabre Women 50+	Pools - DE – Final	
DAY 3		
Sabre Men Team 40+/50+	Pools – DE – Final	
Sabre Men Team 60+/70+	Pools – DE – Final	
Sabre Women Team 40+/50+	Pools – DE – Final	
Sabre Women Team 60+/70+	Pools – DE – Final	
DAY 4		
Foil Men 60+	Pools – DE – Final	
Foil Men 70+	Pools – DE – Final	
Foil Women 40+	Pools – DE – Final	
Foil Women 50+	Pools – DE – Final	
DAY 5		
Foil Men 40+	Pools – DE – Final	
Foil Men 50+	Pools – DE – Final	
Foil Women 60+	Pools – DE – Final	
Foil Women 70+	Pools – DE – Final	
DAY 6		
Foil Men Team 40+/50+	Pools – DE – Final	
Foil Men Team 60+/70+	Pools – DE – Final	
Foil Women Team 40+/50+	Pools – DE – Final	
Foil Women Team 60+/70+	Pools – DE – Final	
DAY 7		
Epée Men 40+/50+	Pools – DE – Final	
Epée Men 60+/70+	Pools – DE – Final	
Epée Women 40+/50+	Pools – DE – Final	
Epée Women 60+/70+	Pools – DE – Final	
DAY 8		
Epée Men 60+	Pools – DE – Final	
Epée Men 70+	Pools – DE – Final	
Epée Women 40+/50+	Pools – DE – Final	
Epée Women 60+/70+	Pools – DE – Final	
DAY 9		
Epée Men Team 40+/50+	Pools – DE – Final	
Epée Men Team 60+/70+	Pools – DE – Final	
Epée Women Team 40+/50+	Pools – DE – Final	
Epée Women Team 60+/70+	Pools – DE – Final	

Important Note: Different schedule may be applied, but subject of approval by the FIE Veterans Council. Final approval of the Program is by the FIE Executive Committee.

Do you herewith confirm that you will implement a Program of the Veterans World Championship approved by the Executive Committee?

YES ☐ NO ☐

10. Venue for the Competition

Name of the Venue: _____

Address of the Venue: _____

Number of the Available Halls: _____

Number of Halls to be Used: _____

Air Conditioning/Climate Control throughout Venue:

10.1 Allocation of the Selected Halls:

Competition Halls have to be organised according to the **Article 2.1 of the FIE Handbook of Regulations for Veteran World Championships**.

- At least 25 pistes is required (5+20).
- Video Refereeing is OPTIONAL on 4 coloured and finals pistes only and the following must be applied:
 - Location for the Video-Refereeing Cameras is to be on the same side as the referee, outside of Refereeing zone
 - Location of the Video Refereeing Station is to be on the same on the same side as the referee, outside of refereeing zone (4m min)
- Live Streaming with commentary must be provided on 4 coloured and finals pistes

10.1.1 Hall for the Finals – Single Piste	YES ☐	NO ☐
• Blue carpet on the entire square four (4) Coloured Pistes around podium (Final piste)	YES ☐	NO ☐
• Dimensions of the Hall: _____		
• One (1) Piste 1.5m to 2m wide, 18m Long	YES ☐	NO ☐
• Piste flat to the floor	YES ☐	NO ☐
• Refereeing zone 4.0 – 4.5m from the piste	YES ☐	NO ☐
• Wireless Microphone for the Referees	YES ☐	NO ☐
• Drinking water readily available	YES ☐	NO ☐

DRAWING OF THE HALL FOR FINALS

10.1.2 Hall for the Direct Elimination and Finals with Single Piste and four (4) Coloured Pistes.

YES ☐ NO ☐

- Blue carpet on the entire square four (4) Coloured Pistes and around the piste for Finals YES ☐ NO ☐
- Dimensions of the Hall: _____
- Four (4) Coloured Pistes in different colours YES ☐ NO ☐
- One (1) Final Piste 1.5m to 2m wide, 18m Long YES ☐ NO ☐
- Refereeing zone 4.0 – 4.5m from the piste YES ☐ NO ☐
- Wireless Microphone for the Referees YES ☐ NO ☐
- Drinking water readily available YES ☐ NO ☐

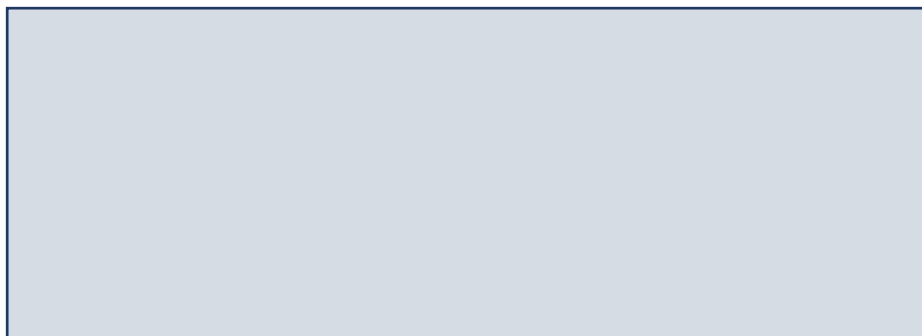
DRAWINGS OF THE HALL FOR DIRECT ELIMINATION AND FINALS

Adjoining pistes hall(s) area

- Number of Halls: _____
- Dimensions of each Hall: _____

- Number of Pistes at each Hall: _____
- Total Number of Pistes: _____
- Average Width of the Refereeing Zone: _____

DRAWINGS OF THE ADJOINING PISTES HALL(S)



10.1.3 Training Halls

YES ☐

NO ☐

- Number of Training Halls: _____
- Dimensions of the Halls: _____
- Total Number of Pistes: _____
- Total Number of Team boxes _____
- Team box dimensions (for National team) 3mx4m _____

10.1.4 Warm-up Halls

YES ☐

NO ☐

- Number of Warm-up Halls: _____
- Drinking water readily available YES ☐ NO ☐

10.2 Capacity of Spectators per Each Hall

Preliminary Phase Halls: _____

Hall for the Direct Elimination: _____

Hall for the Finals: _____

10.3 Rest rooms for the Athletes

YES ☐

NO ☐

- Number of Rest Rooms for Athletes: _____
- Dimensions of Rest Rooms: _____

10.4 Rooms for Control of Weapons and Equipment

- Size of the selected room _____ m² (Minimum 150m²)
- Room must be operational and open 48 hours before the beginning of the first event. Is that realisable? YES ☐ NO ☐

10.5 Office of Directoire Technique

- Size of the selected room _____ m² (Recommended 100-150m²)

- | | | |
|---|------------------------------|-----------------------------|
| • Internet access and ADSL/Fiber Optic Line | YES ☐ | NO ☐ |
| • Six (6) Tables of 2m length | YES ☐ | NO ☐ |
| • Two (2) Computers for administration | YES ☐ | NO ☐ |
| • Two (2) Computers with Printers | YES ☐ | NO ☐ |
| • Reserve set of equipment (computers, printers, cartridges etc.) | YES ☐ | NO ☐ |
| • One (1) High-performance Photocopier | YES ☐ | NO ☐ |
| • Telephone Line and Telephone | YES ☐ | NO ☐ |
| • Two (2) Wireless Microphones | YES ☐ | NO ☐ |
| • Notice Board | YES ☐ | NO ☐ |

10.6 Other rooms and halls (tick the existing)

- | | |
|---|-------------|
| • ☐ FIE Offices | Size: _____ |
| • ☐ President's office | Size: _____ |
| • ☐ Secretary General/Treasurer's office | Size: _____ |
| • ☐ FIE Meetings Room | Size: _____ |
| • ☐ OC Room | Size: _____ |
| • ☐ Referees Room (min 150m2) | Size: _____ |
| • ☐ Accreditation Room (min 100m2) | Size: _____ |
| • ☐ Information Centre | Size: _____ |
| • ☐ Press Centre (equipped) | Size: _____ |
| • ☐ Conference Room | Size: _____ |
| • ☐ Fencing equipment suppliers | Size: _____ |
| • ☐ Other | Size: _____ |

10.7 Specification and Description of the Equipment available in Each Room

10.8 Catering Facilities at the Venue

- Number of Restaurants _____
- Number of Snacks (Sandwiches and fast Food Service) _____
- Number of Drinks Sale Services _____
- Number of Tuck Shops _____

10.9 Staff in the Venue

- Professionals ☐ Number: _____

- Volunteers ☐ Number: _____

11. Material and Equipment

a) Name of the supplier of fencing material and equipment for Weapon Control:

b) List of equipment for weapon control:

c) Name of the supplier of fencing material and equipment: for fencing halls

d) Name of apparatus and reels (supplier/model):

e) Name of supplier of fencing pistes:

f) Name of software for the management of the competitions:

g) Name of the person in charge of computers in the OC:

h) Number of computers for the management of the competitions:

12. Accommodation and Transportation

12.1 Available International Travel Options

- Airplane ☐ Name of the Airport _____
- Train ☐ Name of the Station _____
- Other ☐ Details: _____

12.2 Category, Number and Prices of the Officially Selected Hotels

Venue	Number of Hotels	Price P/P Single Room in CHF or EURO	Price P/P Double Room in CHF or EURO	Price P/P Breakfast in CHF or EURO
Hotel Category 1				
Hotel Category 2				
Hotel Category 3				
Hotel Category 4				
Hotel Category 5				
Other Accom.				

12.3 Distance between the Airport / Railway Station and Hotels

Venue	Distance (km)	Timing (hrs)
Hotel Category 1		
Hotel Category 2		
Hotel Category 3		
Hotel Category 4		
Hotel Category 5		
Other Accom.		

12.4 Distance between Hotels and Competition Venue

Venue	Distance (km)	Timing (hrs)
Hotel Category 1		
Hotel Category 2		
Hotel Category 3		
Hotel Category 4		
Hotel Category 5		
Other Accom.		

12.5 Arrangement for Transportation of Delegations and Accompanying persons

Transport Description	Bus	Mini-Bus	Shuttle	Other	Price in CHF or

					EURO
From Airport/ Station to Hotels					
From Hotels to Competition Venues					
From Hotels to Training Venues					

12.6 Arrangement for Transportation of Officials – Expenses of the Org. Committee

Transport Description	Bus	Mini-Bus	Shuttle	Other	Price in CHF or EURO
From Airport/ Station to Hotels					
From Hotels to Competition Venues					

13. Publicity and Promotion

What publicity and promotion methods you plan to use:

- Advertisements on Radio ☐
- Advertisements on TV ☐
- Press conferences ☐
- Street Posters and Bans ☐
- Dedicated website/social media ☐
- Other ☐

Present details of the publicity and promotion plan: _____

14. Tickets and Derived Products

- How many tickets you expect to sell during the WC? _____
- What price of tickets you will apply (in **CHF or EURO**)?

15. Press Coverage

Press coverage of the World Championship must be in line with the FIE Press Handbook.

Do you herewith confirm that you are committed to implement the FIE Press Handbook? YES ☐ NO ☐

16. Television Coverage YES ☐ NO ☐

If NO go to 17, if YES continue here.

TV coverage of the World Championship must be in line with the FIE Television Handbook.

Do you herewith confirm that you are committed to implement the FIE Television Handbook? YES ☐ NO ☐

16.1 Details of the Television Coverage Plan

- National TV Channels
 - Live Broadcast ☐ Number of Hours: _____
 - Recorded Broadcast ☐ Number of Hours: _____
- Regional TV Channels
 - Live Broadcast ☐ Number of Hours: _____
 - Recorded Broadcast ☐ Number of Hours: _____
 - Other ☐

Present details of the TV Coverage plan: _____

17. Marketing plan

17.1 Details of the Marketing Plan

17.2 Date when the complete Marketing Plan will be submitted to the FIE _____

18. Sponsors

18.1 Sponsors Selection

Organising Committee cannot make sponsorship arrangements without first consulting the FIE in view of possible conflict with FIE potential sponsors.

Do you herewith confirm that you will comply with presented criteria for selection of the sponsors? YES ☐ NO ☐

18.2 Date when the complete List of Sponsors will be submitted to the FIE _____

19. Protocol

The protocol ceremonies must be organised as specified in the FIE Handbook of Regulations for the Organization of Protocol Ceremonies at FIE Competitions.

The FIE Chief of Protocol coordinates with the LOC Protocol Manager to ensure that all elements of FIE protocol are respected.

Do you herewith confirm that Protocol will be organised according to this FIE document? YES ☐ NO ☐

20. Medical Service

Medical Service is to be provided in accordance for by the FIE Rules, the FIE Administrative Rules, the FIE Handbooks of Regulations and FIE Medical Handbook.

Do you herewith confirm that you will comply organization of the Medical Service with the listed FIE Documents? YES ☐ NO ☐

Medical Service is covering Medical Emergencies, Sports Trauma, General Medical Care and Additional Medical Services (Physiotherapy etc.).

Basic requirements are as follows

- Medical Stations, with locally licenced paramedic or doctor, must be present in competition halls, **MAXIMUM two (2) minutes away from the furthest hall**, and properly marked;
- Adequate ambulance must be present on site;
- Hospital with the emergency ward and facilities required for treatment of the possible injuries and illnesses must be selected and arrangements made for adequate support in case of emergency;

Do you herewith confirm that you will meet Medical Service requirements? YES ☐ NO ☐

21. Doping Control

NOT APPLICABLE

22. Security

The Organizing Committee has to organise Security and Safety Service in order to provide:

- The health and physical security of all the participants;
- Safety of all the installed equipment;
- Regulation of access to various sites of the competition in line with the applied accreditation;
- No unauthorised access of the pistes and official rooms by the public;
- Good and safe circulation of people;

Also, discreet police service and the presence of a fire service is to be planned.

Do you herewith confirm that you will meet presented Security requirements? YES ☐ NO ☐

23. Insurance

The Organising Committee must, at its own costs, institute:

- Liability Insurance policy which will include general liability coverage, as well as a guarantee for non-consecutive intangible damages (pure financial loss).
- All other mandatory insurance, such as:
 - ❖ Fire and fire damage insurance policies for premises necessary to the organisation
 - ❖ Automobile insurance policies (if necessary)
 - ❖ All policies mandated by local legislation.
- Repatriation Assistance coverage for the Fencing family, but without covering the designated officials or referees, the Executive Committee, or FIE personnel.

Do you herewith confirm that you will meet presented Insurance requirements?

YES ☐ NO ☐

24. Rewards for the Winners

YES ☐

NO ☐

Present details of the planned Rewards for the Winners:

25. Cultural Programme Plan

YES ☐

NO ☐

Present details of the Cultural Plan: _____

26. Environmental Protection Plan

YES ☐

NO ☐

Present details of the Environmental Protection Plan: _____
